

OCA
OARg. Procedure Book

| ROUTING AND RECORD SHEET | | | | |
|---|-----------------|--|--|--|
| SUBJECT: (Optional) Survey of OCA Information Management Program | | | | |
| FROM: <input type="text"/> CIA Records Management Officer Office of Information Services 1236 Ames Building | | EXTENSION <input type="text"/> | NO. OIS*070*86 DATE 7 February 1986 | |
| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
| | RECEIVED | FORWARDED | | |
| 1. Director, Congressional Affairs 7B24 Headquarters | | | | STAT STAT |
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OIS*070*86
7 February 1986

MEMORANDUM FOR: Director of Congressional Affairs

FROM:

[REDACTED]
CIA Records Management Officer
Office of Information Services

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SUBJECT: Survey of OCA Information Management Program

STAT 1. We were pleased to receive your memorandum in response to our draft survey report on OCA's information handling and records management practices. It reconfirms an earlier discussion that representatives of the Information Resources Management Division had with [REDACTED] and members of your Administrative Staff. In this meeting, [REDACTED] expressed OCA's general agreement with the study's recommendations and the intent to implement most of them. Based on this discussion, we have incorporated some minor changes in the final report which we are officially submitting to you for implementation. The report was put in final form prior to the change in your office designation. Rather than delay the report's transmission, we have left the references to OLL unchanged.

2. We understand that practical considerations will prevent the implementation of some recommendations, but urge that you reconsider eliminating the intra-office courier runs. The involvement of registry personnel in courier activities seriously limits their ability to keep pace with the workload. Freeing registry personnel from courier duties would allow them to devote more time to registry functions, thereby, enhancing document control in your office and eliminating the need for additional staffing in the registry. Reducing the number of runs will help, but there is the danger that they will again increase over time.

3. We want to thank you for the support and cooperation that we received from your staff throughout the survey. We feel the recommended changes will result in more effective handling and storage of information in OCA, as well as greater efficiency in the retrieval and use of this information.

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4. Members of IRMD will be available, if needed, to offer assistance or guidance in implementing these recommendations. If you or any member of your staff have any questions or need additional information on the survey findings, please contact

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Attachment:

As stated

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22 JAN 1986

SURVEY OF
OFFICE OF LEGISLATIVE LIAISON
INFORMATION MANAGEMENT PROGRAM

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A. INTRODUCTION

1. A survey of information handling and records management procedures in the Office of Legislative Liaison (OLL) was conducted during the period 11 September - 9 October 1985. The survey was carried out by [] members of the Information Resources Management Division, Office of Information Services (OIS). The purpose of the survey was to review the OLL information management program to determine its effectiveness and compliance with Federal regulations.

2. The survey team interviewed members of the OLL divisions, Administrative Office, and front office to gain an understanding of how these components manage information and interact with the Registry. The Registry's staff also was interviewed, and registry operations were observed to evaluate operating methods, procedures, and the services provided to OLL components.

3. Personnel throughout OLL were cooperative and helpful to the survey team. The survey findings are summarized in Section B, and specific recommendations are included in Section C. STAT

B. SURVEY FINDINGS

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